

Monday, 30 March 2020

Dear Kevan Koh,

RE: LETTER OF OFFER

Following our discussion, we are pleased to offer you a position with Novade Solutions Pte Ltd hereby known as the 'Company'. This letter is to summarize the basic terms of our offer of employment.

1 Engagement

You will be employed in the capacity of Application Developer commencing on 13 Apr 2020.

2 Salary

With effect from the Commencement Date, your basic gross salary will be \$3,600.00 per month. Gross salary is the only remuneration component that will be used for the purpose of determining statutory and any other payments on termination.

3 Official Working Hours

Your working hours are Monday to Friday, from 9:00am to 6.00 pm, 40 hours per week. You are entitled to one hour of meal break every day.

You may be required to work after the normal working hours or on Saturday as may be necessary to discharge your duties. There will be no overtime pay.

4 Public Holidays

You will be entitled to all Singapore gazette public holidays on full pay.

In the event you need to work on a public holiday, you will be entitled to compensatory leave equivalent to the amount of time worked on that public holiday.

5 Annual Leave

Upon confirmation, you will be entitled to fourteen (14) days of paid leave for every leave year of continuous service.

Where the Employment lasts less than one leave year of service, the annual leave entitlement will be in proportion to the number of completed months of service in that year.

6 Sick Leave

Upon confirmation, you will be entitled to full pay sick leave for the period shown in the medical certificate obtained from a government or privatized clinic or hospital up to a maximum of fourteen (14) days in a calendar year with effect from commencement date. If you are warded in a government or private hospital, the medical leave may then be extended to sixty (60) days as hospitalization leave.

You should notify as soon as possible in case of absence from work through illness after certification of sick leave by any certified medical practitioner or medical officer.

7 Probation

You are required to complete a probationary period of three **(3)** months. The Company reserves the right to extend the probationary period further if necessary.

During probationary period, your employment may be terminated by either party by giving to the other seven (07) days' notice in writing or payment in lieu thereof. Should you resign within the probationary period, you will not be considered for any ex-gratia payment.

8 Medical Benefits

Upon confirmation, you shall enjoy the privilege of our Group Hospitalization and Clinic Outpatient Benefit provided by AIA Insurance. The Company reserves the rights to review the maximum claim as and when it deems appropriate. Please refer to HR department for a list of Employee Insurance Guide Book.

9 Traveling Expenses

The cost of any traveling excluding parking fee for private vehicles and traveling to and from work which you may be required to do during your work, will be reimbursed to you in accordance with the Company's policy thereon, as the same may be amended from time to time.

Novade Solutions

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Peninsula Plaza, #25-01
Singapore, 179098

T: +65 6252 6905
sales@novade.net

You may accept this offer by signing this agreement and send to me latest by 06 April 2020.
Upon your acceptance of this employment offer, we will prepare a Letter of Appointment.

Sincerely,
Gautier Bayzelon
Technology Director

Signatures:



Gautier Bayzelon
Technology Director

30/03/2020

Date



Kevan Koh

31/03/2020

Date